

Garnishment – Create Adjustment (One-time Payment or Refund) Transaction Code: PA30

Purpose Use this procedure to process an adjustment for an employee's existing garnishment.

Trigger Perform this procedure when an adjustment is needed to an employee's garnishment.




Prerequisites The employee must have a garnishment established in HRMS.

End User Roles In order to perform this transaction you must be assigned the following role:
Garnishment Administrator










| Change History | Change Description |
|----------------|--|
| 12/2/2004 | Procedure created. |
| 10/17/2005 | Edits |
| 5/18/06 | Edits |
| 9/25/2009 | Screen shots updated to match current system |

Menu Path Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code PA30

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| Helpful Hints |  <p>The Garnishment Administrator is the only role that can create or maintain the Garnishment Infotypes which include the Garnishment Document (0194), the Document Order (0195) and the Additional Deduction (0216).</p>  <p>Garnishments do not retro calculate for a prior pay period.</p>  <p>For further details regarding garnishments: The Office of Financial Management web site: http://www.ofm.wa.gov/policy/25.60.htm</p> <p>The Office of the Attorney General web site: http://www.atg.wa.gov</p> |
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

| Message Type | Description |
|---|--|
| Error  | Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed. |
| Warning  | Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed. |
| Confirmation  or  | Example:  Save your entries. Action: Perform the required action to proceed. |




Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

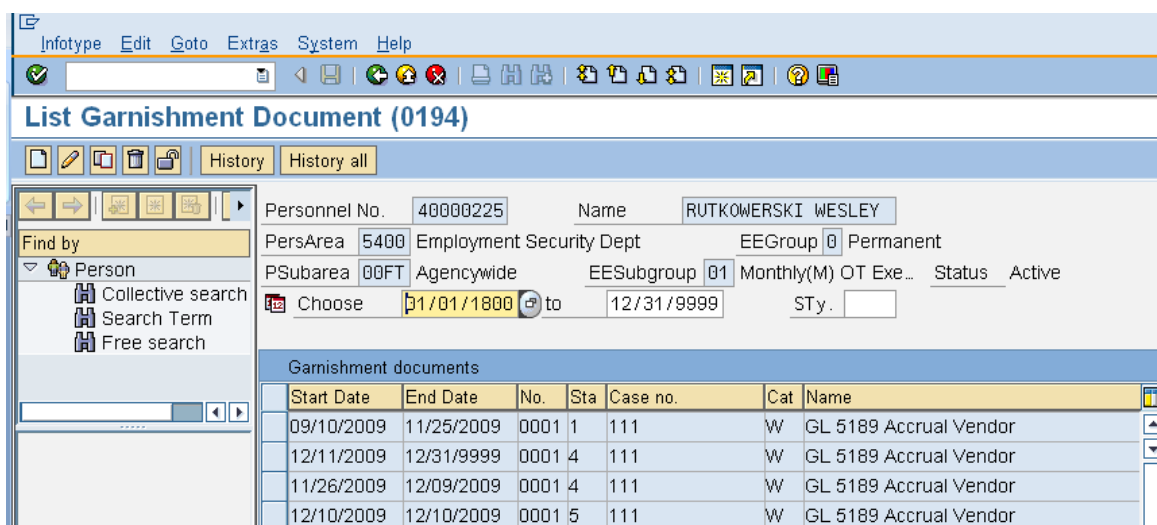
The screenshot displays the SAP HR Master Data maintenance interface. The top menu bar includes options like HR master data, Edit, Goto, Extras, Utilities, Settings, System, and Help. The main title is 'Maintain HR Master Data'. Below this, there's a search section with 'Find by' options: Person, Collective search, Search Term, and Free search. The employee details shown are: Personnel no. 40000225, Name RUTKOWSKI WESLEY, PersArea 5400, Employment Security Dept, EEGroup 0, Permanent, PSubarea 00FT, Agencywide, EESubgroup 01, Monthly(M) OT Exe..., and Status Active. The 'Basic Personal Data' tab is selected, showing a list of infotypes with checkboxes for selection. The 'Period' section shows date ranges and selection options.

2. Complete the following fields:

| R=Required Entry O=Optional Entry C=Conditional Entry | | |
|---|-------|---|
| Field Name | R/O/C | Description |
| Personnel no | R | The employee's unique identifying number. Example: 40000225 |

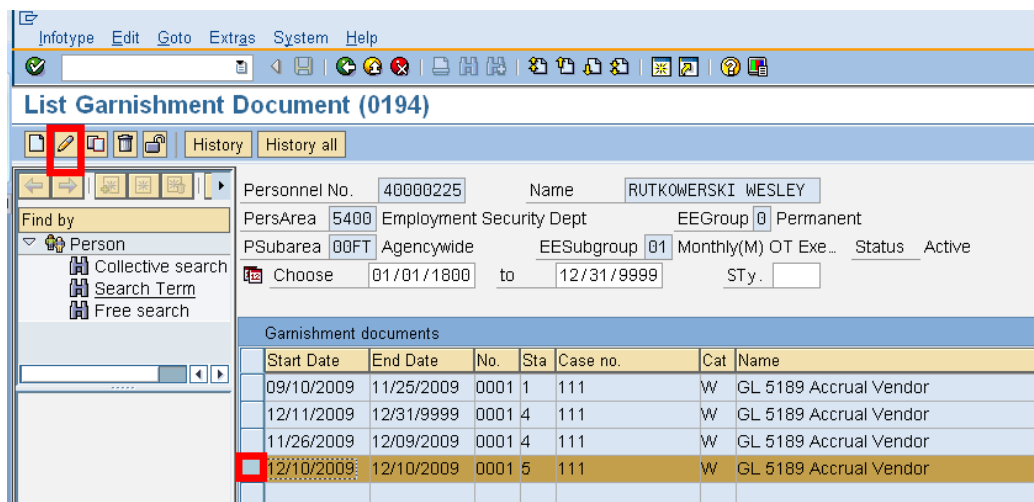
3. Click  (Enter) to validate the information. Verify you have accessed the correct employee record.
4. Click the  tab to select.
5. Select the blue box to the left of  Garnishment Document to select.

6. Click  (**Overview**) to view all records.




| Start Date | End Date | No. | Sta | Case no. | Cat | Name |
|------------|------------|------|-----|----------|-----|------------------------|
| 09/10/2009 | 11/25/2009 | 0001 | 1 | 111 | W | GL 5189 Accrual Vendor |
| 12/11/2009 | 12/31/9999 | 0001 | 4 | 111 | W | GL 5189 Accrual Vendor |
| 11/26/2009 | 12/09/2009 | 0001 | 4 | 111 | W | GL 5189 Accrual Vendor |
| 12/10/2009 | 12/10/2009 | 0001 | 5 | 111 | W | GL 5189 Accrual Vendor |

7. Click  (**Change**) to create the refund.

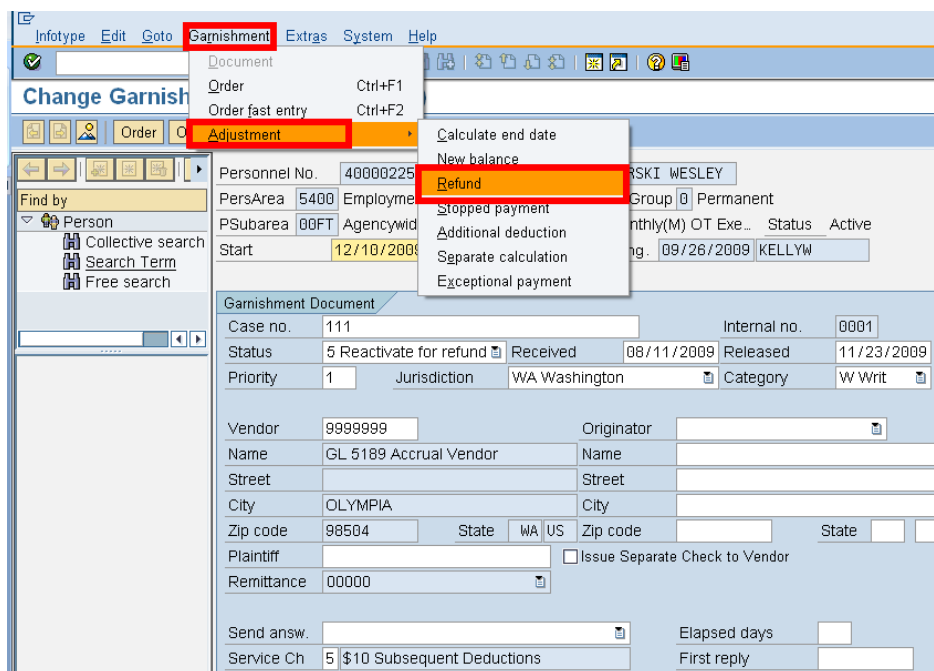


| Start Date | End Date | No. | Sta | Case no. | Cat | Name |
|------------|------------|------|-----|----------|-----|------------------------|
| 09/10/2009 | 11/25/2009 | 0001 | 1 | 111 | W | GL 5189 Accrual Vendor |
| 12/11/2009 | 12/31/9999 | 0001 | 4 | 111 | W | GL 5189 Accrual Vendor |
| 11/26/2009 | 12/09/2009 | 0001 | 4 | 111 | W | GL 5189 Accrual Vendor |
| 12/10/2009 | 12/10/2009 | 0001 | 5 | 111 | W | GL 5189 Accrual Vendor |

8. From the Menu bar, select **Garnishment → Adjustment → Refund**, to create a refund adjustment. Or, from the Menu Bar, select **Garnishment → Adjustment → Additional Deduction** to create a one-time additional payment. Choose the correct reason for the adjustment you are making.

9.  Below is a screen shot of the Garnishment Adjustment Infotype (0216) for a refund. The process would be the same if processing an additional deduction. The infotype would say *Create Additional Deduction* in the title bar.

10. From the Menu bar click **Garnishment/Adjustment/Refund**




11. Complete the following fields:

| R=Required Entry O=Optional Entry C=Conditional Entry | | |
|---|-------|---|
| Field Name | R/O/C | Description |
| Adjustment date | R | The date in which the garnishment is adjusted. Example: 12/10/2009 |
| SeqNo of garn orders | R | This is associated with the number of garnishment orders that exist for the employee. Example: 01 |
| Adjustment Amount | R | This is the dollar amount of the garnishment to be adjusted. Example: 75 |
| Adjustment Wage Type | R | This is the wage type representing the type of garnishment adjustment being created. |

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| | | Example: 3060 |
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12. Click  (**Enter**) to validate entries.

13. Click  (**Save**) to save entries.

| Results |
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| You have created an adjustment for the employee's garnishment. |
| Comments |
| None. |